

As we wrap up each quarter, there are a few key housekeeping details which require our attention.

**1. Create Moodle Admin Folder**

- ❑ If you don't already have a folder for Moodle materials on your computer, now is an excellent time to create one. After you create it, add a subfolder named for this term.

**2. Download Grade Book**

- ❑ Use the **Export grades** option in the grade book to download course grades in Excel format. (Click on **Grades**, then click on the tab labeled **Export** and choose **Excel Spreadsheet** from the list of format options. Deselect any items that you don't wish to download. **Submit.**)

Save the file in the subfolder you just created in Step 1. Open the file and delete any columns that you don't need. Highlight the row corresponding to any student receiving an I or E for the term for future reference. Save.

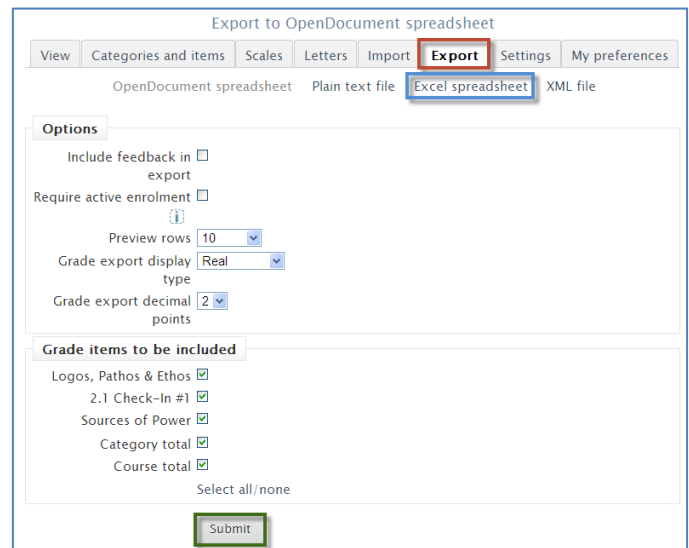


Figure 1: Export Grade Options

**3. Download Student Work**

- ❑ For assessment and accreditation, consider downloading examples of student work submitted in Moodle. Save the resulting zip files in your Moodle folder for this term.

**4. Review Your Moodle Site**

- ❑ Take a few minutes to look through your site and make some notes for the next time you teach it. What worked well this term? Where did your students struggle? What would you like to add, enhance, or eliminate the next time you teach this course? What feature(s) do you want to work on next term to expand your effectiveness in using Moodle? Print out the Quick Course Review Worksheet and do a quick assessment of your site.